A silhouette of a person wearing a hard hat and safety harness, standing on a ship's deck and celebrating with their arms raised in a 'V' shape. The background shows a sunset over the ocean with a large, glowing sun partially obscured by the person's arm. The sky transitions from orange near the horizon to a pale blue above.

Career Handbook

2005 Edition

Supplement to All Hands

Fellow Navy Professionals,

Since its creation by the Continental Congress on Oct. 13, 1775, our Navy has earned a proud record of service to our nation. U.S. history is full of examples of both the individual and collective courage and commitment of Navy Sailors. Our reputation of service, from the Revolutionary War to the Global War on Terror, is unparalleled in recorded history.

As our Navy has changed and grown during 229 years, so also has the nature of our service. It has evolved from its beginning as a group of volunteer citizen-Sailors, to a mixture of volunteers and conscripts, to the present-day, all-volunteer force of professional Sea Warriors. And, as the nature of Navy service has evolved, so also has the nature and level of compensation in regard to pay and benefits.

The total compensation package available to a Sailor today is unmatched in military history. From the opportunity for diverse job assignments around the world; to education; advancement; pay and bonuses; individual and family medical and dental care; and retirement, the U.S. Navy has become one of the “employers of choice” in our world.

Our Human Capital Strategy supports the evolution of our Navy toward a leaner, smarter and more adaptable force, better able to meet the threats ahead in the 21st century. This means our Navy will continue to invest in the growth and development of its most valuable resource--our people. To Sailors who meet and maintain the requirements and standards that a life of national service demands, the Navy offers virtually unlimited opportunity.

This handbook has been prepared to outline the benefits of service in the Navy today. It will afford all Sailors the opportunity to make informed decisions as they weigh their options and chart their course in life.

We appreciate your service to our Navy and our nation.

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This Handbook is intended as a reference guide of current Navy programs and career-enhancing opportunities available to the fleet. The information provided is current as of time of printing. Changes to programs are announced through official naval messages and instructions. Unless otherwise noted, articles and information in this Handbook may be reprinted and disseminated without permission.

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Photo by PHAN (AW) Tommy Gilligan



Why is the Navy the “Employer of Choice?”

Navy Offers	Civilian Jobs Offer
30-days paid vacation per year.	Typically takes 10 to 20 years to earn 30 days vacation. Navy benefits begin immediately. However, civilians’ non-workdays or holidays are not counted as leave when combined with vacation days.
10 paid holidays per year.	Most offer only 6 to 9 paid holidays.
Lifetime medical care under TRICARE program. Offers flexibility and choice of primary care provider. TRICARE Prime offers no deductibles, no enrollment fees and no co-pays for Active duty family members. Costs under TRICARE Standard are minimal by comparison to those associated with private sector plans while providing a wider choice of providers to family members.	Average family coverage is \$2,084 per year. Almost half have no retiree medical insurance.
Comprehensive dental plan—free for active duty members. Low monthly premiums for family members. 100% coverage for preventive, diagnostic and emergency services.	Often have high enrollment fees and deductibles.
Disability Coverage—If you are injured, you continue to receive your compensation.	You must use earned sick or annual leave if you are injured and must miss work.
Guaranteed Retirement—You get your retirement pay as soon as you retire. No contributions are required, just time in service. Survivor Benefits Plan also protects the family of service members who die in retirement or on active duty after reaching retirement eligibility. SBP allows surviving family members to continue to receive retirement payments.	Most companies offer a retirement plan you can join and contribute to, then collect at a certain age. Many plans are based on investment in the stock market, and monies contributed could be lost.
Life Insurance and Family Life Insurance: Low-cost insurance coverage. Up to \$250,000 for member, \$100,000 for spouse and \$10,000 per child under 18.	In most cases, employees must find their own life insurance from private companies.
Tuition Assistance—Navy pays 100% of your college tuition and any required fees up to \$250 per semester hour with a fiscal year limit of 12 semester hours. No restrictions on course of study.	About 66% provide 100% reimbursement with restrictions on types and number of courses taken. More than half require a set period of employment before participation.
BAH/BAS—Additional tax-free money for housing and food.	Employees must pay for housing and food out of their regular paycheck.
Range of recreational and family assistance services including child care centers, fitness centers, spouse’s social clubs, spouse employment assistance, commissary, exchange, etc.	Most companies offer very limited, if any, of these services.
Broad training and advancement opportunities. Many Navy personnel are able to take the training experiences and translate them to college credits using the SMART transcript program.	Opportunities to acquire additional training, responsibility and advancement are often limited to job/task-specific areas.



Photo by PHAN Jordan R. Beesley

Military Pay

When deciding whether or not to remain with an employer, pay is a major deciding factor. It can be difficult to determine just how significant the differences are between military and civilian pay. Although military basic pay is simple and straightforward, additional benefits such as BAH, BAS, clothing allowances and free medical and dental services, which most civilian companies don't offer, are more difficult to factor in.

If you would like to compare your pay against a civilian counterpart, check out the Pay and Compensation Calculator at www.npc.navy.mil/CareerInfo/PayandBenefits. You can calculate the salary needed in the civilian sector to enjoy the pay and benefits the Navy offers. In addition, you can calculate your estimated monthly retirement.

The Defense Finance and Accounting System (DFAS) website also provides detailed pay information. Members can view up to 12 months of Leave and Earnings Statement (LES) data giving detailed pay and allowances information. Members can change direct deposits; start, stop or change allotments; view travel claim information; view tax information; and print W-2s. Also, family members, through a Restricted Access Personal Identification Number (RAPIN), can view and print LES data and W-2s, but not make pay changes. Check out the DFAS Mypay website at <https://mypay.dfas.mil>.

Enlisted Personnel Information

Sea Warrior and Distribution

Sea Warrior is a critical enabler of CNO's Sea Power 21 Transformational Roadmap and embodies the Navy's vision for achieving a 21st Century Human Capital Strategy with distribution at the center. Sea Warrior provides a foundation for warfighting effectiveness and readiness by ensuring the right skills are in the right place at the right time. By investing in Sailors and providing the tools necessary to manage and improve their careers, Sea Warrior maximizes Sailors' potential.

The 5-Vector Model is the faceplate through which Sailors access learning continuums, job assignments, performance histories, mentors and learning opportunities. As an application, 5VM mines all data from external sources, and integrates with the Job Advertising and Selection System (JASS) Career Management System (JCMS) to bring all relevant resources and information to the fingertips of Sailors.

But, distribution of Navy personnel starts long before Sailors apply for jobs on JCMS. It starts with the relationship between the Sailor and the chain of command. Mentorship of Sailors and application of Career Development Boards are critical to a successful detailing experience and career management.

Mentoring

Mentoring provides professional relationships that encourage open, two-way communications between Sailors and their mentors about careers, performance, duty and service. A mentor is a trusted counselor who provides guidance and shares experiences. The Navy has worked hard to develop a culture of mentorship that encourages Sailors to benefit from their mentors' experiences and guidance.

Career Development Board (CDB)

The Career Development Board (CDB) is a more formal extension of mentorship. The CDB is responsible for the administrative review and counseling of all enlisted personnel, ensuring they are afforded the opportunity to attain positions of greater responsibility commensurate with their potential. A CDB should be held within 30 days of reporting for first-term Sailors; within 60 days of reporting for second and subsequent enlistments; and then at least annually throughout a tour. Issues addressed during CDBs help Sailors make good career choices.

Making wise career decisions may mean making wise choices with regard to staying in a rating or converting to a new rating. Moving to an open rating may allow for greater advancement prospects and new training opportunities. The same should be considered as ratings merge. Larger numbers in a rating allow for more leadership positions and greater advancement opportunities. Sailors should discuss this option when applying for reenlistment through the Perform-to-Serve program, with the members of their CDB and their mentor to help make prudent decisions.



Photo by PHC Johnny Rivera

Team Detailing

Team Detailing is the first active step in the distribution or detailing process. At 13 months prior to a Sailor's Projected Rotation Date (PRD) a portal is opened on the JASS website opening communication between the site and a member of the Command Retention Team (usually the Navy counselor or command career counselor). This link allows the command representative to fill in a "dream sheet" of sorts as to what the Sailor desires for their next duty station. The detailer can then respond with what is likely to be available when the Sailor comes "in the window." This is a time where reasonable expectations are formed. Special needs are addressed at this time, duty types are discussed and the Sailor should become aware of what to expect.

At the nine-month mark prior to the Sailor's PRD, they are in the window to apply for jobs on JCMS for three months. When applying for jobs on JCMS, Sailors should remember they must apply for those jobs that support their sea/shore rotations and should consider when is the best time to serve overseas in either a sea or shore-duty billet. Both sea- and shore-duty opportunities exist overseas and are looked upon favorably at boards if sea/shore rotations are observed. In addition, if a Sailor has not applied for a job on JCMS and is within six months of his/her PRD, orders will be issued in accordance with manning priorities.

JCMS and the 5VM can be accessed through Navy Knowledge Online (NKO) at www.nko.navy.mil. Sailors should use their NKO username and password to log in. On the home page, they will find portals to access JASS and their 5VM. There are tutorials and examples of the 5VM and JASS available.

Perform To Serve (PTS)

What is PTS?

PTS is a mandatory program that provides Sailors for overmanned ratings with the opportunity to convert to reenlist for ratings with greater advancement opportunities. PTS provides authorization for in-rate reenlistment or conversion to those selected. It also streamlines the conversion process by removing the requirement to submit separate correspondence. See an outline and updates in NAVADMINS 050/03, 099/03, 131/03, and 316/03.

Who is required/not required to submit PTS requests?

- Commands must submit all first-term CREO 2 and CREO 3 Sailors who are recommended for reenlistment by the commanding officer.
- For any special program requiring a Sailor in a CREO 2 or CREO 3 rating to reenlist, the Sailor must have PTS authorization.
- All Sailors designated Naval Aircrew (NAC) and in a flight status are considered Career Aircrew. This includes all Sailors in the air warfare systems operator (AW) rating. NAVADMIN 317/03 (CREO) states that career aircrew is considered CREO 1 for PTS purposes.
- Non-designated Sailors are required to submit a PTS application to request an "A" school only if they are within 12 months of their end of active obligated service (EAOS). Commands may request "A" schools for non-designated Sailors outside of 12 months of their EAOS by submitting a NAVPERS 1306/7 in accordance with MILPERSMAN 1306-608, 1306-618.
- Any Sailor who desires to apply for SEAL, diver, EOD, career aircrew or special warfare combatant-craft crewman (SWCC) is not required to submit a PTS application to be released to that program (SEAL, Diver, SWCC). They are, however, required to obligate to serve (OBLISERV) (by extension) to complete the training requirements.

How does a command submit a PTS application?

PTS applications can be submitted to Navy Personnel Command via the following means:

- Online using the PTS homepage found at www.npc.navy.mil/CareerInfo/PerformtoServe
- By mail or naval message, using an Excel spreadsheet downloaded from the PTS homepage or by naval message.

A Sailor can submit a reenlistment request as early as 15 months prior to EAOS.

What factors are used to determine PTS application results?

Sailors requesting reenlistment will be evaluated and ranked based on the following criteria:

- CO's recommendation for retention
- CO's recommendation for advancement
- Sailors in the highest pay grade
- Sailors who are frocked
- Sailors who passed, not advanced (PNA) on the most recent advancement exam
- Sailors who hold critical NECs
- Sailors' last two regular periodic promotion recommendations (EP, MP, etc.)
- Sailors can be approved for reenlistment in current rate.
- If qualified, Sailors can be approved to convert to new rating.
- If not approved for reenlistment or conversion by six-months prior to EAOS, the Sailor may be separated at EAOS.

The number of reviews depends on when the member submitted the PTS request. The time frame for review of PTS requests is once a month between 12 and six months prior to the member's EAOS. Status of requests will be sent to the command (CO, XO, CMC, CCC) via monthly message released by the 15th of each month. Results can also be viewed online via the PTS homepage at www.npc.navy.mil/CareerInfo/PerformtoServe

Other PTS facts

- Once a Sailor has been given authorization and a quota to reenlist under PTS it is valid until their EAOS or EAOS as extended.
- Navy Enlisted Community Managers (ECM) will determine if additional training is necessary for Sailors who are selected for conversion. The scope of the training depends on the new skills required. In some cases, this may require attending an "A" school or other form of advanced training.
- First term EAOS extensions may be authorized by the CO in the following cases, provided the extension does not carry the Sailor to six or more years of service:
 - As outlined in MILPERSMAN ART 1160-040
 - To await selection results for officer programs
 - As outlined in OPNAVINST 6110.1G
 - As outlined in NAVADMIN 050/03 (PTS Procedures)
- Sailors who do not meet conversion eligibility requirements within waivable limits for any CREO 1 or CREO 2 rating can submit for an in-rate reenlistment only.
- "Tentative Approval" indicates the approval is based on applicant's PTS application fulfilling rating entry criteria. After receiving tentative approval for conversion, the Sailor's record will be reviewed by the gaining ECM to ensure all criteria are met. Commands should ensure applicants for conversion meet criteria before sending a PTS application.
- Sailors' ASVAB scores are only required for those applicants who are willing to convert or "conversion only" is marked "yes" on the PTS application.

Photo by PH3 Bo J. Flannigan



Guaranteed Assignment Retention Detailing Program (GUARD 2000)

What is GUARD 2000?

GUARD 2000 is a program that offers eligible Sailors two chances for a guaranteed assignment within specified guidelines during a 20-year career.

Who is eligible?

- Open to E-4 through E-9 USN, USNR (FTS) active-duty members with less than 17 years of service and E-3 who have passed an E-4 exam and meet all other criteria for advancement.
- Sailors must be eligible for reenlistment per MILPERSMAN 1160-030 and must reenlist for a period of between four to six years.
- GUARD-guaranteed assignment transfers are made when EAOS and PRD coincide.

First Guarantee

- A first reenlistment is defined as one involving a first-term Sailor, E-6 or below, who is not in a second or later enlistment. For purposes of GUARD 2000 this is defined as a member's first immediate reenlistment, not including any broken service in either the Navy or any other component of the Armed Forces.
- The first guarantee must be used during a Sailor's first reenlistment.
- First-termers may request transfer in conjunction with a GUARD reenlistment to complete prescribed sea tour at another command of the same duty type. Transfer of this type requires a tour of at least 24 months.

Second Guarantee

Sailors in their second or subsequent enlistments are entitled to one additional guaranteed GUARD 2000 assignment.

Negotiable Duty Guarantees

- Type of ship/aircraft
- Homeport for sea duty
- Shore duty in a specific geographic area (can be city, fleet concentration area, state, coast, etc., as agreed upon by the Sailor and the detailer)
- Mutually agreeable billet/UIC as negotiated by the Sailor and the detailer
- Only one of the above guarantees is authorized, i.e., type of ship cannot be combined with homeport.

How do I apply for GUARD 2000?

- Contact your detailer six to nine months prior to your EAOS. If currently assigned overseas, you must complete the prescribed DOD area tour. If the prescribed area tour is more than nine months away, the Sailor may request a general assignment guarantee for execution at PRD, or extend their enlistment to complete the area tour per MILPERSMAN 1160-40 so their EAOS coincides with their PRD allowing negotiation for a specific assignment guarantee.
- Submit a NAVPERS 1306/7 Enlisted Personnel Action Request in accordance with MILPERSMAN 1306-1000.
- Dual military couples must include spouse's name, rate, social security number, Navy Enlisted Classification Code, duty station, PRD and EAOS to be considered for spouse co-location.
- Sailors requesting operational/overseas duty must satisfactorily complete any necessary screening prior to submission of a GUARD request.
- Upon receipt of a GUARD request, detailers will verify eligibility of the Sailor and availability of the billet. If the Sailor is not eligible, the detailer will send the appropriate message. If the desired billet is not available, a list of alternatives will be suggested.
- Approved GUARD requests are handled in a two-step process: a commitment message; then a set of orders.

Other GUARD 2000 facts

- Training is NOT part of a GUARD 2000 guarantee
- Requests for high-cost moves may be denied solely due to monetary constraints and should not be listed as a single choice in GUARD requests.
- The GUARD program does not guarantee a selective reenlistment bonus (SRB). In-skill assignment of Sailors who received an SRB shall remain the highest priority.
- If unforeseen circumstances void the guarantee through no fault of the Sailor, i.e., base closure, homeport change, etc., the Sailor shall, within 12 months of reporting aboard, be permitted to renegotiate for orders in the same geographical area or, in the event no valid billet is available in the area, they may negotiate for a follow-on assignment outside the current geographical area.

For more information, see MILPERSMAN 1306-1002 or contact your command career counselor or detailer.



Photo by PHAN DAVID G. LLOYD

Screening Requirements for Operational (Type 2) and Overseas Duty

Once a decision has been made on a Sailor's next assignment, screening may be required to execute the orders. A suitability screening is required for transfer to Type 2 duty or overseas duty to ensure that the Sailor is fit for the type of duty for which they have negotiated. Commands are responsible for ensuring proper screening has been done.

Operational duty screening determines that the member is operationally suitable to serve aboard ship (or other Type 2 duty) and must be reported following MILPERSMAN 1300-800 within 30 days of receipt of PCS orders. Screenings include a medical portion that determines if the service member is medically fit for operational duty.

If a Sailor is determined unsuitable for operational duty, they are coded with the 0090 NEC. If due to minor medical limitations, all efforts will be made to transfer the Sailor to a Type 3 (overseas duty that counts as sea duty for rotational purposes) or Type 6 (preferred

shore duty, overseas) if there is a priority fill billet for that particular rate. If the member has more than 18 years of service they will be retained until eligible to transfer to the Fleet Reserve at their 20-year mark. If under 18 years of service, the member may be considered for separation under MILPERSMAN 1910-120 based on not being assignable worldwide.

For an overseas transfer, screening will be completed IAW MILPERSMAN 1300-304. The screening involves medical, dental, financial and educational checks for the Sailor and family members. In addition, the Sailor must meet evaluation or fitness report guidelines and have the CO's endorsement. Screening should be completed or an update sent within 15 days of receipt of orders.



Photo by PHAN Robert Brooks

Selective Reenlistment Bonus (SRB)

What is SRB?

The Selective Reenlistment Bonus (SRB) is provided to increase retention in ratings and Navy Enlisted Classifications (NEC) that have insufficient retention. An SRB awarded for a specific NEC held is provided as an incentive to meet current or future fleet requirements. For the most recent list of ratings and award levels see NAVADM1N 260/04 and OPNAVINST 1160.6A.

What are eligibility requirements?

- Members must complete at least 17 continuous months, excluding Naval Reserve annual training (AT), but not more than 14 years of active military service.
- Be eligible to reenlist or extend for three or more years in the regular Navy.
- Not be entitled to, nor have received, readjustment, severance or separation pay.
- Be petty officers or E-3 designated strikers on active duty.
- Qualify for and serve in an SRB rating or NEC, or qualify for Selective Conversion and Retention (SCORE) program or lateral conversion to an SRB eligible rating.
- Not be extending or reenlisting to have sufficient obligated service for an officer program.
- Members with “broken service” (more than 24 hours since discharge) must be petty officers and have less than a four-year break in active service.

What are the Zones?

- Members fall into a Zone “A,” “B” or “C” SRB eligible ratings, based on the number of years of total active military service, including active time in Reserve components.
- Zone A is for people who have completed 17 months of continuous active naval service, but not more than six years of continuous active naval service.
- Zone B is for people who have completed six years but not more than 10 years of active military service immediately preceding the date of reenlistment.
- Zone C is for people who have completed 10 years but not more than 14 years of active military service on the date of reenlistment.

Other SRB facts

- Payments are computed from base pay. That amount is multiplied by the number of months of additional obligated service, and then divided by 12. The SRB award level is then multiplied by the result.
- Fifty percent of the total bonus is paid upon reenlistment, with the remainder paid in equal annual installments.
- Early payment of the next installment can be approved by the commanding officer, but the Chief of Naval Personnel must approve requests for remaining amounts.
- Members may receive only one SRB bonus for each zone during a career.
- Check with your career counselor to determine what zone, if any, you are eligible for. Your career counselor and disbursing clerk can help you determine the amount of money you are eligible to receive.

The SRB calculator lists those rates/NECs that have been authorized an SRB. The SRB calculator provides you with an estimate of the value of any bonus for which you may be eligible. To use the SRB calculator go to <http://www.npc.navy.mil/CareerInfo/StayNavyTools/CareerTools>

Photo by PH3 Joshua Millage



Location Selective Reenlistment Bonus (LSRB)

What is LSRB?

LSRB provides an additional Selective Reenlistment Bonus (SRB) award level to Sailors who are eligible and receive orders to designated locations/activities. The award level is in addition to the current award authorized by the regular SRB program. For a current listing of award levels and eligibility see NAVADMIN 301/02.

How does it work?

- An individual who is not SRB eligible per the regular SRB program could accept orders to one of the designated locations/activities and qualify for a LSRB award level.
- The award level will be applied to the entire enlistment contract regardless of the prescribed tour length at the designated location.
- For members currently serving in a qualifying activity identified by the UIC, they must have a minimum of 24 months remaining on the prescribed tour of duty at the time the LSRB is awarded and the reenlistment contract is signed.
- The amount paid depends on how critically manned the rating is.
- In all cases the Sailor must meet SRB eligibility criteria, be within the assignment window (within nine months of PRD), be qualified for the assignment and execute the orders to the LSRB location/activity.

What happens after I get qualifying orders?

- Following the receipt of orders to a qualifying activity, and per SRB policy, the Sailor's command and/or PSD will submit a Pre-Cert message to PERS-4811 requesting LSRB/SRB.
- If the Sailor is approved for one or both, PERS 4811 will issue a LSRB/SRB approval message.
- If a Sailor approved for LSRB reenlists and has their orders cancelled as a result of action or failure to act by the Sailor, the LSRB award will be recouped.
- If the Sailor is eligible for SRB and the orders are cancelled prior to reenlistment, the Sailor must submit a new pre-cert to PERS-4811 requesting regular SRB only.

- Eligible personnel with NPC-approved SRB pre-cert who have not yet reenlisted or executed an SRB qualifying extension and who would benefit from LSRB under this plan must resubmit an SRB/LSRB request to qualify for SRB/LSRB.

Other LSRB facts

Refer questions to NPC (PERS 4811), SRB execution help desk at DSN 882-2526/(901) 874-2526 or fax (901) 874-2623.

Selective Training and Reenlistment (STAR) Program

What is STAR?

The STAR program offers career designators to first-term enlisted members who enlist or reenlist and thereby become eligible for guaranteed assignment to Class "A" or "C" school, possible advancement, and if eligible, SRB.

Who is eligible?

- E-5 or E-4 on first enlistment or designated E-3
- Be eligible for reenlistment
- Time in service
- Non-Nuclear personnel-at least 21 months, no more than 6 years of continuous active naval service and not more than 8 years active military service for other service veterans.
- Nuclear personnel-at least 21 months, no more than 6 years of continuous active naval service on date of reenlistment.
- Recommended by CO
- Agree to reenlist or enlist in the regular Navy for 4 to 6 years (as required).
- Meet the minimum test score requirement for entrance into proper Class "A" or "C" school.
- No NJP, courts-martial, civil conviction, or alcohol or drug incidents for 18 months preceding date of application.
- Have an evaluation grade average of not less than 2.5 with no grade less than 2.0 for two years prior to request.
- Have not been accepted for any commissioning programs.

How do I apply?

- Application should be submitted to PERS-4811 at least 60 days prior to desired enlistment/reenlistment date.
- Should include NAVPERS 1070/613 (Page 13) statement on possible loss of SRB.
- When STAR approval is received, SRB requests in pre-certification format can be sent in referencing the STAR approval message.
- "CO STAR" is no longer authorized.

Other STAR facts

- Reenlistment must be completed within six-months of the date of the STAR authorization and prior to attending "A" or "C" school.
- STAR cannot be used in conjunction with GUARD. Only one reenlistment incentive can be used per reenlistment IAW MILPERSMAN 1306-100.

For complete application and eligibility information, see MILPERSMAN 1160-100.

Photo by JOSH RYAN C. McGINTY



Assignment Incentive Pay (AIP)

What is AIP?

AIP is a special incentive pay authorized by Congress that pays Sailors extra money for serving in specified hard-to-fill billets. The list of these billets and the most current amounts of pay can be found at: <http://www.npc.navy.mil/CareerInfo/PayandBenefits/AIP> in the Counselors Corner under AIP.

Who is eligible?

- U.S. Navy or Naval Reserve Sailors on active duty.
- Sailors in a sea/shore rotation rating.
- Those eligible for assignment in a "For Duty" status (i.e., must not be in a limited duty status or otherwise ineligible for orders)
- Sailors under CONUS/OCONUS rotation schedules are not eligible.
- Sailors on their initial assignments, as well as Reserve SELRES, FTS and ADSW Sailors are not eligible at this time.

How can I apply for these jobs?

- All AIP jobs are posted on (JASS) website at: <https://www.jass.navy.mil/jass/>. All applications must be made through JASS.
- To apply for a job a Sailor must be in the nine-to-six- month detailing window.
- If a job comes with an AIP incentive, it will have a drop-down box in the incentives column. A Sailor's command career counselor will submit a bid on the job by picking the amount of money they would take to accept the orders for the job. Bids are listed in \$50 increments up to the maximum amount for the billet, with zero as a valid and acceptable bid.
- After bids are submitted, the detailer evaluates all applicants and chooses a candidate based on things such as relocations costs, bid amounts, adherence to proper sea/shore rotation, etc. The most qualified Sailor with the lowest bid gets the job.

Other AIP facts

- AIP is special pay, so it can be contributed to the Thrift Savings Plan (TSP).
- AIP is taxable.
- AIP is currently open only to enlisted Sailors.
- AIP will not be paid in conjunction with Location Selective Reenlistment Bonus (LSRB).
- AIP will still be paid during periods of TAD from the AIP command, but will not be paid during periods of TEMDU.
- Sailors assigned to an AIP job who were not volunteers will not receive AIP.
- In the case of spouse colocation, both spouses must participate in the bidding process. However, if one spouse is successful and the other spouse requests co-location to same location, only the Sailor who won the original bid will receive AIP.

For more information see NAVADMIN 290/04 or contact your Command Career Counselor or Detailer.



Photo by PHAN Gregory A. Bingham

Overseas Tour Extension Incentives Program (OTEIP)

What is OTEIP?

OTEIP offers eligible enlisted Sailors the opportunity to receive their choice of one of four incentive options in return for extending 12 or more months onto a DOD prescribed tour.

Who is eligible?

Enlisted Sailors serving on Duty Code Type 3, 4 or 6, and Type 2 duty in Hawaii who first complete a prescribed DOD tour (either accompanied for those taking families or non-accompanied for those not taking families).

What type of options can I negotiate for?

- Option A: \$80 per month special pay for each month during the period of the extension.
- Option B: 30 days rest and recuperation (R & R) leave during the period of the extension.
- Option C: 15 days rest and recuperation leave plus round-trip transportation at government expense from the location of the extended tour of duty to the port of debarkation in CONUS and return during the period of extension.
- Option D: \$2,000 lump sum payment on the first day of the 12-month extension.

How do I apply for OTEIP?

- The preferred method for requests is through BUPERS Online (BOL) via authorized command users.
- Commands without BOL capability may submit requests through naval message or NAVPERS 1306/07 (Enlisted Personnel Action Request).
- All requests will be submitted to PERS-40CC not more than 18 months or less than nine months prior to the Sailor's current PRD.

What is approval based on?

- Current manning and priorities.
- Whether or not the Sailor is needed at a Type 2 or Type 4 duty station if currently serving on Type 3 or 6.
- Status of relief/current availability.
- Timeliness of request.
- Need for Sailor at a Chief of Naval Operations priority billet, i.e., recruiter, RDC, etc.

Other OTEIP facts

- Sailors serving outside these areas (Types 3, 4 or 6 duty) in excess of 150 days during any 12-month period will not be eligible for OTEIP.
- A Sailor assigned to a family-member restricted tour location may elect either the OTEIP or consecutive overseas tour (COT) leave travel. This is the only circumstance when a member has a choice.

Photo by PH3 Danny Ewing



- A request for an extension in an overseas area need not be for the same command. An extension of at least 12 months may be granted for a new command or permanent duty station if the new assignment meets the criteria for a prescribed DOD tour length. This exception is only used in conjunction with a decommissioning or billet reduction when a member is not being reassigned for a full DOD tour length.
- An extension overseas required for command sponsorship of family members will not be used as an extension for eligibility under OTEIP.
- OTEIP monies are taxable unless the Sailor was in a non-taxable zone at the time when the OTEIP request was originally requested.
- Sailors who select Option D and do not complete the 12-month extension shall refund the government a pro-rated recoupment of the unearned portion of the bonus unless it is determined that the circumstances warrant otherwise.
- Sailors who select either Option A or D will not be authorized an option change to Option C or B once the extension period has commenced. Those who select either of the two R&R options can request to change to the monetary option provided they have not used any portion of the leave or travel.

For more information, see MILPERSMAN 1306-300, SECNAVINST 1306.3, or contact your Command Career Counselor or Detailer.

Road to Chief

With the rapidly changing face of the Navy and the adaptation and merger of many ratings in the Navy, selection to Chief Petty Officer has become more competitive. It is imperative to teach Sailors early about the best career paths; that top performance is necessary to be competitive within their rating; how to find the correct balance between “Sailorization” assignments; jobs that support off-duty education; and the importance of hard to fill jobs. Sailors must be targeted with these messages at petty officer indoctrination or before. Waiting until the Sailor makes First Class Petty Officer to begin preparations for Chief is too late. Below are some observations of the 2005 CPO Selection Board.

- **“Sailorization” jobs such as Recruit Division Commander, Instructor Duty and Recruiting enhance competitiveness.** Superior performance in these demanding billets is key.
- **Sailors who break out from the pack are competitive!** Continued improving performance with a reporting senior is important. Also, being ranked at or above one’s peers is important; avoid “one of one” rankings whenever possible.
- **Enrich yourself at every opportunity.** Leadership in Community, Qualifications and Education can be selection board tiebreakers. Merely participating isn’t enough; did the Sailor lead a program, i.e., EAWS/ESWS? Did the member hold a position of authority or run a collateral duty program? Did they pursue a degree during shore tours? Did they seek additional qualifications underway, or just get the minimums?

- **Professional experience and maturity are a must.** The candidate must be well-rounded, exceptional at sea and on shore duty, continually setting goals and achieving them, maintaining a sea/shore rotation and taking the hard jobs.

Some factors contributing to Sailors NOT being advanced.

- Declining responsibilities/performance
- Failure to obtain expected qualifications (watches, warfare, other)/qualifying late.
- Limited leadership or LPO experience
- Relaxed assignments (back-to-back shore)
- Instructor tour without Master Training Specialist (MTS)/Advanced Training Specialist (ATS)
- Pattern of assignments in overseas shore commands (counting as sea duty) for most ratings
- PRT/PFA failure (recovery must be annotated in follow-on evaluations)
- NJP/civil offenses

Expectations for the Future

The Navy is considering new education requirements for selection to senior chief and master chief. To be selected, senior chief candidates may be required to have an associate’s degree and master chief candidates may be required to have a bachelor’s degree. Although it may be a few years before this policy goes into effect, if you haven’t taken advantage of the opportunities for education in the Navy, now is the time.



Photo by PFI William R. Goodwin

Commissioning Programs

Seaman to Admiral 21 (STA-21) Program

What is STA-21?

STA-21 is an enlisted commissioning program that combines the following fleet commissioning programs:

- Seaman to Admiral (STA)
- Enlisted Commissioning Program (ECP)
- Aviation Enlisted Commissioning Program (AECP)
- Nuclear Enlisted Commissioning Program (NECP)
- Civil Engineer Corps Enlisted Commissioning Program (CECECP)
- Broadened Opportunity for Officer Selection and Training (BOOST)
- Fleet Accession to Naval Reserve Officer Training Corps (NROTC)

STA-21 students maintain full pay and allowances for their enlisted pay grades and are eligible for advancement. They will receive up to \$10,000 per year to cover tuition, books and fees. The student will pay all additional costs above \$10,000. tuition assistance (TA), Montgomery GI Bill (MGIB), or Veterans Educational Assistance Program (VEAP) cannot be used to pay additional costs.

Who is eligible?

Active duty enlisted Navy or Naval Reserve, including TAR, SELRES and Naval Reservists on active duty. Review OPNAVINST 1420.1A for complete eligibility and application details, then contact your Command Career Counselor to review your record and start the application process.

How do I apply for STA-21?

Must:

- Be a citizen of the United States. No waivers.
- Be recommended by the CO.
- Be a high school graduate. High school diploma equivalency or GED is acceptable.
- Be able to complete requirements for baccalaureate degree in 36 months.
- Be able to complete degree requirements and be commissioned prior to 31st birthday.
- Maintain a cumulative GPA of 2.5 or better on a 4.0 scale while enrolled in STA-21. (For the Nuclear Option, selectees must major in a technical curriculum and maintain a GPA of 3.0 or better on a 4.0 scale while enrolled in the STA-21 (N) program).
- Have certified copy of SAT or ACT test scores no older than 3 years from application due date with minimum score of 1,000 SAT (500 math, 500 verbal) or 41 ACT combined math! English (21 math/20 English). No waivers. (For the Nuclear Option, applicants must have a minimum score of 1,140 SAT combined or 50 ACT combined math/English.).
- Meet physical commissioning standards for appointment in the URL, CEC, SC, Special Duty Officer or Nurse Corps as prescribed in NAVMED P-117.

Photo by PHC Johnny Bivera



- Have passed a PFA test taken within the year of application. A failing PFA is disqualifying.

Individuals who have already obtained their baccalaureate degree or are presently enrolled in other officer accession programs are not eligible.

U.S. Naval Academy

An alternate path to commissioning is through the U.S. Naval Academy (USNA). Regular and Reserve Navy and Marine Corps enlisted personnel may compete for a limited number of appointments into the Academy each year. Applications must be submitted in accordance with OPNAVINST 1420.1 and have your commanding officer's endorsement.

Who is eligible?

Outstanding performing Sailors who:

- Have high school grade point average (GPA) of 2.8 or better and ranked in the top 40 percent of the class.
- Have SAT scores of at least 500 verbal/550 Math or ACT scores of 22 English/24 Math.
- Must not have passed 23rd birthday on June 30 of the year of admission.
- Have no record of disciplinary action under UCMJ Article 15 or conviction by civil court for misdemeanors, except traffic violations, during three years prior to application for program.
- Must not be married, pregnant, or have incurred obligations of parenthood.

The Secretary of the Navy may appoint up to 170 Regular and Reserve Navy and Marine Corps enlisted personnel to the USNA each year. OPNAV 1420.1 provides guidance and all required forms for application.

For complete eligibility requirements and admission information, see OPNAVINST 1420.1 and visit the USNA website at www.usna.edu.

Limited Duty Officer (LDO) And Chief Warrant Officer (CWO) Programs

What is LDO/CWO?

Limited Duty Officer and Chief Warrant Officer are two separate programs that provide the Navy with officer technical managers and technical specialists who exercise leadership in key positions throughout the service. Both programs provide the opportunity for outstanding senior enlisted personnel to compete for a commission without needing a college degree. Combined, these two communities make up more than 11 percent of the officer corps.

Who is eligible?

Must:

- Be Regular Navy or Naval Reserve E-6 to E-9.
- Be a U.S. citizen.
- Be a high school graduate or equivalent.
- Be recommended by CO.
- Meet Navy physical fitness standards.
- Have no NJP/Court Martial in last three years.
- Have no less than eight years, no more than 16 years of service for LDO; no less than 12 years, no more than 24 years of service for CWO.

Note: E-6s must have one year time in grade (TIG), be selected for advancement or be board eligible, and E-7 Leadership training continuum is not required for E-6 LDO applicants.

How do I apply?

First, read OPNAVINST 1420.1(series). Go over it carefully before starting your application, making note of sections applicable to you as an individual candidate.

- Changes (if any) are announced by NAVADMIN message approximately 1 May of the year the application is due.
- Check your local service record for completeness. Look for missing/misfiled evaluations, qualifications, awards, etc. Make corrections as soon as possible.
- Obtain a copy of your enlisted record on CD to ensure it is also current. Copies can be requested online at BUPERS Online or mail or fax an Official Military Personnel File Record (OMPF) Request to:

Navy Personnel Command
Pers-312G
5720 Integrity Drive
Millington, TN 29055-3120
Fax: (DSN): 882-2664 or (901) 874-2664

- E-6s who wish to apply for LDO must have taken the CPO exam in January of the year the application is due to NPC and be selection board eligible. The current year exam "profile sheet" must accompany the application.

Note: Where eligibility is computed "as of October 1 of the year application is made, that means as of October 1 of the year that your application is due to NPC. For instance, if your application is due 1 October 2004, eligibility is to be computed as of Oct. 1, 2004.

All inquiries concerning the application, including verification of its receipt, should be directed to Customer Service Center at 1-866-U-ASK-NPC.



Photo by PH2 Charles A. Edwards Jr.



Enlisted Professional Military Education

Professional Military Education (PME) is designed to provide a career-long educational continuum that will promote the professional and personal growth and development of all Sailors. As the Navy transforms to a smaller, more technically advanced service to support Sea Power 21, PME will shape the naval work force and will help Sailors achieve the next level in their professional career as depicted in each individual's 5 vector Model. ADM Vern Clark, Chief of Naval Operations, stated, "the goal remains attracting, developing and retaining the more highly skilled and educated workforce of warriors that will lead the 21st century Navy."

The Navy's vision is to broaden the professional and intellectual horizons of Sailors throughout their careers to better prepare them to operate tomorrow's fleet and assume key naval and joint leadership roles. The Navy's PME continuum takes a comprehensive approach to education that fully acknowledges its relevance to combat effectiveness and makes it an enabling element of our mission.

The PME continuum integrates advanced education (beyond secondary school level), traditional Navy-specific Professional Military Education (NPME), Joint Professional Military Education (JPME) and leadership development. This process sequences learning opportunities during significant career phases, allowing for junior personnel to receive more analytical and technical education, while senior personnel will be more focused on educational opportunities related to strategy, business discipline and executive management.

NPME provides a broad, common understanding of the Navy and its full-service capabilities, which will better prepare Sailors to effectively perform their missions across the full spectrum of naval and joint military operations. NPME will be sequenced across a career, and will address three core competencies: military studies, professionalism and national and global security.

JPME will provide understanding of the principles of joint military operations that underpin *Seapower 21*. Education in joint matters will enhance the ability of naval leaders to provide unique and complementary war fighting capabilities from the sea to joint force commanders.

For more information about Navy PME and the PME continuum see NAVADMIN 263/04 at www.npc.navy.mil/ReferenceLibrary/Messages or visit NKO at www.nko.navy.mil, or the Naval Education and Training Web site at <https://www.netc.navy.mil/>.

Selection Boards

What are selection boards?

Selection boards are held throughout the year to review records to determine whether to select service members for promotion or participation in special programs, i.e. commissioning, graduate education programs, etc.

How do I know if I am eligible for a board?

Eligibility lists for selection boards are published through NAVADMINs. Procedures for applying for special programs can be found in MILPERSMAN articles, NAVADMINs or by visiting your career counselor.

How can I find out when the board is scheduled?

The current board dates can be found at www.npc.navy.mil/Boards.

When should I review my record for a selection board?

Officer Summary Records (OSR), Performance Summary Report (PSR) and Enlisted Service Records are critical for selection boards. To ensure records have the most up-to-date information, records should be reviewed at least six months prior to the board. CDs of official records can be ordered online at BUPERS Online at www.bol.navy.mil.

What does the board look for in the service record?

Although each board has its own criteria, there are basic items that every board looks for when reviewing records:

- Performance-Jobs, rankings, averages, and comments matter.
- EVAL and FITREP continuity-It is the individual's responsibility to ensure his/her record is up to date. Records should be reviewed and updated often. There should be no missing EVALS/FITREPS.
- Education-Every opportunity should be taken to obtain a degree or further education.
- Qualifications-Were basic qualifications obtained on time or early? What special qualifications have been obtained?

What if there is something wrong or missing from my record?

OSRs and PSRs can be viewed through the StayNAVY's Record Online area or through BUPERS Online. Addresses to send new or additional information can be found through the BUPERS website at www.npc.navy.mil/Boards. Enlisted Service Records can be updated through the Command Administrative Office or the Personnel Support Detachment. If your record cannot be updated in time for the board, a letter to the board can be submitted with the necessary information. Letters should be addressed to the President of the Board as follows:

President,
FYXX Active-duty (Grade) (Competitive Category)
Promotion Selection Board #XXX
Navy Personnel Command (NPC) Customer Service
Center PERS 633
5720 Integrity Drive
Millington, TN 38055-0000

A sample letter to the board can be found at the BUPERS website: www.npc.navy.mil/Boards.

Do not send all EVALS, FITREPS, educational transcripts or miscellaneous correspondence. Send only what is missing, or items that directly reflect on performance and eligibility for selection. Each year, the Boards receive thousands of unnecessary documents—even complete service records—which only slow the selection board administrative processing and do nothing to contribute to the Board deliberations.

When should I mail my package?

MAIL PACKAGES EARLY! It is highly recommended that packages arrive at least a week prior to the board's convening date. Due to increased security, ALL correspondence sent to NPC is routed through the base's central mailroom. This additional security measure adds approximately two additional days to delivery time to the Customer Service Center and the appropriate board. Signature receipt on a package does not mean that it made it to the board. It is only an indication that the package was received in the Millington mail facility.

How can I check on the status of my package to the board?

The Customer Service Center now receives all packages and correspondence for selection boards. To check on the status of your package, contact the NPC Customer Service Center at 1-866-U-ASK-NPC or DSN 882-5672.

Officer Information

Professional and Graduate Education Opportunities for Officers

Naval War College (NWC)

Located on Coasters Harbor Island in Newport, R.I., the Naval War College (NWC) has two clear, mutually supporting missions: to educate tomorrow's naval leaders, and to define the future Navy. NWC is the leading educational institution for providing our nation's military leaders a foundation on the principles of war and strategic thought. The curriculum is based upon three core courses of study: Strategy and Policy, National Security Decision Making and Joint Military Operations.

Mid-grade and senior military officers from all branches of the armed services, as well as civilian government officials, are selected to attend NWC. In addition, naval officers from more than 100 countries are invited to attend one of the two international programs at NWC.

NWC awards Master of Arts degrees in National Security and Strategic Studies as accredited by the New England Association of Schools and Colleges.

For more information, visit the NWC website at www.nwc.navy.mil.

Joint Professional Military Education (JPME)

DOD and Navy leadership continue to stress that we fight as a joint force. The need to understand joint warfare is greater every day. Consequently, naval officers have increasing opportunities to complete the joint education curriculum. JPME I is currently offered online, by class quota and on CD-Rom.

NAVADMIN 210/04 announced the expansion of JPME I and the Naval War College CD-Rom-based program. Delivery of this program has been opened up to all active-duty O-4 to O-6 Unrestricted Line Officers, shore or sea duty. The NWC's College of Distance Education (CDE) will administer this course of study that presents Strategy and Policy (S&P), Joint Maritime Operations (JMO), and National Security Decision Making (NSDM) via a set of compact disks and supporting curriculum material. Upon successful completion, an officer will be awarded a CDE Command and Staff Diploma, JPME I credit, and a JS-7 Additional Qualification Designation (AQD).

All officers should plan to complete JPME I as early in their career as practicable. This qualification is receiving increasing attention every year in selection boards. The CD-ROM based course gives each officer the flexibility to complete the course around individual schedules and duties.

For application information or course information, see NAVADMIN 210/04 or visit the NWC web site.

Naval Post Graduate School (NPS)

The Chief of Naval Personnel annually convenes a graduate education selection board. Selection for the Navy's fully-funded graduate education program is based on outstanding professional performance, promotion potential and a strong academic background.

NPS offers a variety of graduate degree programs including Executive MBA and Joint MBA. Officers interested in this program should contact their assignment officer to determine their professional qualification status.

For a complete list of programs and admission requirements, visit the NPS website at www.nps.edu.



Photo by PHC Johnny Rivera

Graduate Education Voucher (GEV) Program

The GEV program provides an opportunity for selected URL officers to obtain a fully-funded graduate education during off-duty hours. GEV will cover 100 percent of a selected officer's graduate education cost (tuition, books and registration/application fees) up to a maximum of \$20,000 per year for up to two years. GEV funding is authorized for Navy-relevant graduate degree programs that meet the requirements of at least one approved Navy sub specialty as verified by NPS.

Who is eligible?

- O-3 to O-5 active-duty URL officers (non-TAR) from the 111x, 112x, 113X, 114X, and 13XX communities.
- Must demonstrate superior performance and upward career mobility.
- Currently on or transferring to shore duty with sufficient time to complete a graduate degree program.
- Officers currently enrolled in a qualifying graduate degree program using TA, or other financial assistance programs, or paying privately are eligible to apply. (Reimbursement will not be given on any previously paid education expenses).
- Officers who already have a graduate degree funded through any DOD assistance or veterans' education benefits are not eligible.

If interested in the GEV program or other opportunities for professional and graduate education, visit the website at www.npc.navy.mil/CareerInfo/Education or contact your detailers for more information.

Continuation and Incentive Pays

Retention of experienced and trained officers is a top priority and is necessary to support the Navy's mission and maintain combat readiness. Several communities offer continuation pay as an incentive for highly qualified officers to remain in the Navy and in their community.

Surface Warfare Officer Pays

Surface Warfare Officer Continuation Pay (SWOCP)

SWOCP is a special pay that pays a surface warfare officer up to a total of \$50,000 to stay in the community and remain on active duty through two afloat Department Head tours. Please note that SWOCP is a special pay and not a bonus. If you currently contribute to the Thrift Savings Plan and have elected to put special pay into your TSP account, then your SWOCP payments will also go into your TSP account. SWOCP agreements will be made available each year in numbers sufficient to meet the need for surface department heads. These contracts will be distributed to officers selected for Surface Warfare Officer Department Head School

Who is Eligible?

- Active-duty regular Navy or Naval Reserve Surface Warfare Officer (Designator 111x).
- Must be selected for assignment as a Department Head on a surface vessel and offered a contract by PERS-41 in conjunction with a department head or special screening board or selected

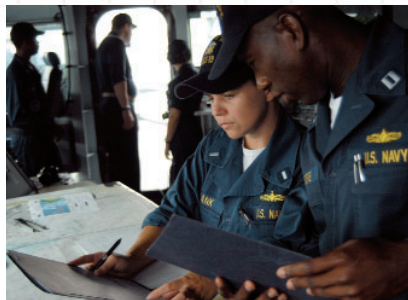


Photo by JOSA Marc Rockwell-Pate

for Option B of the Division Officer Sequencing Plan.

- Must be able to complete the afloat Department Head tours or a single longer tour as assigned by PERS-41.

All contracts terminate upon completion of the second Department Head tour or the single longer tour identified as a two tour equivalent by PERS-41. The obligation incurred by a SWOCP agreement will run concurrent with any other obligated service applicable to that officer except the obligation incurred through the officer's original commissioning program.

For further information, see NAVADMIN 281/99.

Surface Warfare Officer Critical Skills Bonus (SWOCS)

SWOCS is designed to be an incentive, paying an eligible SWO LCDR up to \$46,000 to stay in the Navy and SWO community through the 15th year of commissioned service (YCS). The SWOCS program is structured to pay eligible officers annual payments commencing on the second anniversary in which that officer was promoted to LCDR, and continuing on to the third and fourth anniversaries. SWOCS agreements are available to all eligible SWO LCDRs.

Who is Eligible?

- Active-duty regular Navy or Naval Reserve SWOs.
- Must be permanently appointed to LCDR.
- Completed two afloat department head tours or a single longer tour per the department head sequencing plan as assigned by PERS-41.
- Has not completed more than 25 years of active duty, and will not complete 25 years of active duty before the end of SWOCS contract period.
- Sea duty assignable as prescribed in BUMEDINST 1300.2. An officer deemed not sea duty assignable on the second, third, or fourth anniversary of promotion to LCDR will be ineligible for SWOCS bonus for that one-year period. Should an officer become fit for sea duty during an otherwise eligible period, they will be eligible to apply for SWOCS for the next eligible period.

An officer is not eligible to receive both SWOCP and SWOCS concurrently.

The effective date of a SWOCS bonus agreement will be the second, third, or fourth anniversary of an eligible officer's promotion to LCDR. SWOCS agreements expire upon completion of obligated year(s) of service for each agreement. Obligation incurred by a SWOCS agreement will run concurrent with any other obligated service applicable to that officer.

For more information on SWOCS, see NAVADMIN 326/02 or visit the PERS-41 website at www.npc.navy.mil/Officer/SurfaceWarfare.

Aviation Officer Pays

Aviation Career Incentive Pay (ACIP):

ACIP is a monthly payment available to regular Navy and Reserve officers who hold or are in a training syllabus that will lead to an aeronautical rating or designation and who engage and remain in aviation service on a career basis.

An officer, except an aeromedical officer or other medical officer, who is entitled to basic pay; holds an aeronautical rating or designator and is qualified for aviation service, is entitled to a continuous ACIP rate. An aeromedical officer or other medical officer who meets the same criteria is only entitled to a conditional ACIP rate.

The amount of ACIP received is based upon years of aviation service and not years of military service. Aviation service means service performed by an officer (except a flight surgeon or other medical officer) while holding an aeronautical rating or designation or while in training to receive an aeronautical rating or designation.

For complete eligibility requirements and monthly pay rates, see BUPERSINST 7220.29A.

Aviation Career Continuation Pay (ACCP):

DON authorizes ACCP as a supplement to ACIP to enhance retention of highly-trained career aviation officers. ACCP is offered to aviation officers whose performance is endorsed by their CO and who meet eligibility requirements. Pilots and Naval Flight Officers (NFOs) who meet eligibility requirements for ACCP are invited to apply.

Aviation officers must have completed their active-duty service obligation for undergraduate flight training and not be obligated under current ACIP or ACCP agreement. Additionally, aviation officers who are recalled to active duty and meet the eligibility requirements are eligible for short-term ACCP. Long-term (five year) ACCP or mid-term (three-year) ACCP for aviation officers recalled to active duty will not be authorized. Mobilized Reserve officers are not eligible for ACCP.

For complete eligibility requirements and application information, see SECNAVINST 7220.79B, NAVADMIN 279/04 or visit the PERS-43 website at www.npc.navy.mil/Officer/Aviation.

Submarine and Nuclear Power Officer Pays

Nuclear Officer Incentive Pay (NOIP):

NOIP is offered to qualified officers to retain highly-trained nuclear officers and to attract officers into the nuclear propulsion training program to maintain the necessary levels of experienced officers to support the Navy's nuclear-powered ships.

NOIP is comprised of four separate pays:

- Nuclear Officer Accession Bonus
- Career Accession Bonus
- Nuclear Officer Continuation Pay (COPAY)
- Nuclear Career Annual Incentive Pay (AIP)

The rates effective for FY05 are as follows:

- **Nuclear Officer Accession Bonus** – \$10,000: Paid to individuals in propulsion training who execute a written agreement to participate in a naval nuclear-propulsion training program. SECNAV will authorize payment upon acceptance of written agreement.
- **Nuclear Career Accession Bonus** – \$2000; Paid to unrestricted line officers upon completion of the nuclear training program.
- **Nuclear Officer Continuation Pay** – Sum of money paid in equal annual installments to nuclear-qualified officers who agree to remain on active duty an additional three, four, or five years beyond their existing service obligation.
 - \$25,000 per year (for four-year or five-year COPAY agreements).
 - \$22,000 per year (for three-year COPAY agreements).
- **Nuclear Officer Annual Incentive Bonus** – Sum of money paid annually to nuclear-qualified officers who have completed their initial service obligation, and to nuclear-trained and nuclear-qualified LDOs and Warrant Officers who remain on active duty an additional year. Only officers in pay grades W-2 thru W-5 and O-1 thru O-6 are eligible for AIB. Officers serving in a period of obligated service for the three, four or five-year COPAY are not eligible for AIB during that period of obligated service.
 - Unrestricted Line Officers: \$12,500 per year
 - Limited Duty Officers: \$6,000 per year

For further information, see SECNAVINST 7220.65L



Photo by PH3(AW/PJ) Phillip A. McDaniel

Submarine Support Incentive Pay (SSIP)

The SSIP program authorizes a bonus to officers who are continuing to provide support to the submarine force despite no longer being eligible for NOIP. One, two, or three-year contracts can be submitted for approval by PERS-42 to receive annual bonuses of \$10,000, \$11,000 and \$12,000 respectively.

Who is Eligible?

- Active duty holding the permanent rank of O-4 to O-6 and eligible for base pay.
- Have less than 25 years of active service by the end of the contract.
- Previous nuclear trained officer and holds an 1120 designator.
- No pending or approved resignation requests, lateral transfer requests, or applications to programs that will result in change of designator.
- Medically qualified for worldwide submarine community assignment.
- No pending investigations, punitive administrative actions, DFC proceedings or legal actions in progress or completed.
- Not currently qualified for the supervision, operation, or maintenance of naval nuclear propulsion plants. Not eligible to hold nuclear additional qualification designators (AQD) and not eligible for NOIP.
- Officers who have lost nuclear AQD due to refusal of nuclear assignments (including orders to submarine Department Head, XO, or CO) or who fail final submarine department head screening are not eligible.

For more information on SSIP, see NAVADMIN 194/03 or visit the PERS-42 website at www.npc.navy.mil/Officer/SubmarineNuclear.

Other Officer Communities Continuation and Incentive Pays

- Medical Corps Officer Incentive Pay: See SECNAVINST 7220.75C
- Nurse Corps Officer Special Pay: See SECNAVINST 7220.83
- Dental Corps Officer Special Pay: See SECNAVINST 7220.61G
- Navy Special Warfare Officer Continuation Pay (SPEC WAROCP): See SECNAVINST 7220.86
- Navy Judge Advocate Continuation Pay: SECNAVINST 7220.87

Education Programs

Navy College Program (NCP)

NCP provides opportunities to earn college degrees by providing academic credit for Navy training, work experience and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's- Recruiting, Readiness, Retention and Respect, the NCP signals the Navy's commitment to education by demonstrating Navy service and achieving college degrees are compatible, thus improving enlistment appeal, by helping Sailors apply themselves to new situations and challenges, they are better prepared for advancement, have a positive self-image and are higher quality Sailors. NCP integrates all components of voluntary education. While the NCP is primarily geared toward enlisted Sailors, some NCP components are also available to officers. To learn more about the following component, visit the NCP website at <https://www.navycollege.navy.mil>.

- Navy College Center
- Navy College Offices
- Academic Skills
- Defense Activity for Non-Traditional Education Support (DANTES)
- Navy College Program for Afloat College Education (NCPACE)
- NCP Distance Learning Partnership Schools
- Rating Roadmaps and Degree Programs
- Sailor/Marine American Council on Education Registry Transcript (SMART)
- Service members Opportunity Colleges Navy (SOCNAV)
- Tuition Assistance (TA).

Combining the various components listed above, the Navy College Program serves the needs of mobile Sailors. They provide uncomplicated access to information along the path to a degree including transferability of college credit and access to education regardless of your location or duty station. Participation is voluntary. You can participate at your own pace when you're ready.

Tuition Assistance (TA)

The Navy wants you to make the most of your career by advancing in your profession and expanding on your education. The Navy has an educational financial assistance program to help you meet your educational goals while you're serving your country. Whether you're on a ship out at sea, on shore or overseas, the Navy's Tuition Assistance (TA) program can work for you.

TA is the Navy's educational financial assistance program. It provides all active-duty, officer and enlisted personnel funding for tuition costs for courses taken in an off-duty status at a regionally, nationally or professionally accredited college, university, or vocational/technical institution recognized by the Department of Education. Navy TA pays for both classroom and independent study/distance learning courses, regardless of course length.

Photo by JOC(SW) Rick Chernitzer



TA pays 100 percent of tuition costs and any required fees charged by the institutions up to \$250.00 per semester hour with a fiscal year credit limit of 12 semester hours. Naval Education and Training Command will consider waivers to credit hour limits for exceptional circumstances. TA is available to both officer and enlisted active-duty personnel and Naval Reservists on continuous active duty. It is also available to enlisted Naval Reservists ordered to active duty for 120 days and to Naval Reserve Officers ordered to active duty for two years or more.

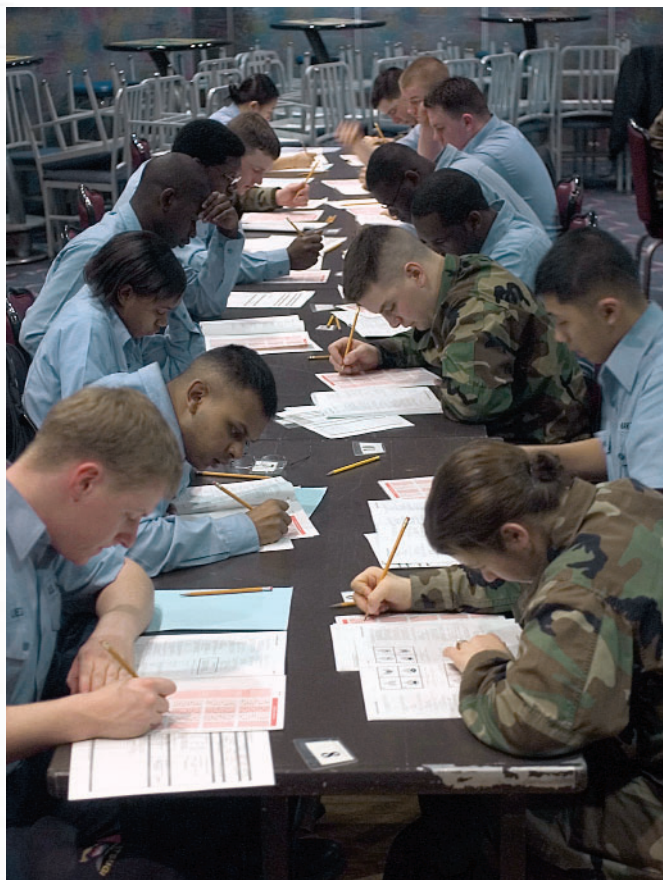
To qualify, service members must:

- Be on active duty for the length of the course.
- Attend an institution accredited by a regional, national, or professional accrediting agency recognized by the Department of Education.
- Receive counseling from a Navy College Office.
- Provide all grades from previously funded TA courses and reimburse all W and F grades. (Withdrawals for involuntary reasons may be forgiven with command verification.)
- Agree, if an officer, to remain on active duty for at least two years upon completion of courses funded by TA. This obligation runs concurrently with remaining obligated service time. Those who fail to serve the obligation must repay the TA funds expended on their behalf during the last two years of active duty on a pro rated basis.

TA will fund distance-learning courses longer than 24 weeks and courses leading to degrees at all levels. TA may be authorized up to the last day of your institution's official registration or drop/add period. No late TA will be authorized.

The Navy/Marine Corps Application for Tuition Assistance form NETPDTC 1560/3 Rev. (04/04) can be downloaded from the Navy College website. To find out more about the application process, eligibility or waiver requests, contact your local Navy College Office or visit the website.

Photo by PH2(AW) Tracy Hull



Tuition Assistance Top-up

On October 30, 2000, the President signed into law an amendment to the Montgomery GI Bill Active-duty Education Program that permits the Veteran's Administration (VA) to pay a Tuition Assistance Top-Up Benefit. The amount of the benefit can be equal to the difference between the total cost of a college course and the amount of Tuition Assistance that is paid by the military for the course.

To be eligible for the Top-up benefit, the person must be approved for federal Tuition Assistance by a military department and be eligible for MGIB-active-duty benefits. To be eligible for MGIB benefits, the person must be an MGIB-active duty participant and must have served at least two full years on active duty.

The amount of the benefit is limited to the amount that the person would receive for the same course if regular MGIB benefits were being paid. In no case can the amount paid by the military combined with the amount paid by VA be more than the total cost of the course. If a person receives the Top-Up benefit, his or her regular MGIB benefits will be reduced. The amount of entitlement charged for Top-Up payments is determined by dividing the amount of the payment by the claimant's full-time monthly rate.

The benefit is available for all courses that began on or after Oct. 30, 2000.

A copy of the Tuition Assistance Authorization Form for the course that has been signed by an authorized military official will be required. People who have not requested MGIB benefits before should submit a VA Form 22-1990 to establish eligibility.

The application and other evidence should be sent to one of VA's four education-processing offices in Atlanta; Buffalo, N.Y.; Muskogee, Okla.; or St. Louis. The application form and the addresses of the offices are available on the Internet at www.gibill.va.gov. Claims should specify that Tuition Assistance Top-Up is being claimed. The Top-Up program is not available at this time to persons who are eligible for the MGIB Selected Reserve program.

Montgomery GI Bill – Active Duty (MGIB)

MGIB provides up to 36 months of education benefits to eligible veterans for:

- College, Business.
- Technical or Vocational Courses.
- Correspondence Courses.
- Apprenticeship/Job Training.
- Flight Training.

Who is Eligible?

You may be an eligible veteran if you got an Honorable Discharge, and you have a high school diploma or GED or, in some cases 12 hours of college credit, and you meet the requirements of one of the categories below:

Category I

- Entered active duty for the first time after June 30, 1985.
- Had military pay reduced by \$100 a month for first 12 months.
- Continuously served for three years, or two years if that is what you first enlisted for, or two years if you entered Selected Reserve within a year of leaving active duty and served four years ("2 by 4" Program).

Category II

- Entered active duty before Jan. 1, 1977.
- Served at least one day between Oct. 19, 1984, and June 30, 1985, and stayed on active duty through June 30, 1988, (or June 30, 1987 if you entered Selected Reserve within one year of leaving active duty and served four years)
- On Dec. 31 1989, you had entitlement left from Vietnam-Era GI Bill

Category III

- Not eligible for MGIB under Category I or II,
- On active duty on Sept. 30, 1990 and separated involuntarily after Feb. 2, 1991,
- Or involuntarily separated on or after Nov. 30, 1993,
- Or voluntarily separated under either the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) program,
- Before separation, you had military pay reduced by \$1,200.

Category IV

- On active duty on Oct. 9, 1996, and you had money remaining in a VEAP account on that date and you elected MGIB by Oct. 9, 1997.
- Or entered full-time National Guard duty under Title 32, USC, between July 1, 1985, and Nov. 28, 1989, and you elected MGIB during the period Oct. 9, 1996, through July 8, 1997.
- Had military pay reduced by \$100 a month for 12 months or made a \$1,200 lump-sum contribution

How Much Does VA Pay?

The monthly benefit paid to you is based on the type of training you take, length of your service, your category, and if DOD put extra money in your MGIB Fund (called “kickers”). You usually have 10 years to use your MGIB benefits, but the time limit can be less, in some cases, and longer under certain circumstances.

How Can I Apply?

You can apply by filling out VA Form 22-1990, Application for Education Benefits. For more information, call **1-888-GI-BILL-1**.

MGIB “Booster”

Now you can boost your MGIB benefits an additional \$150 per month. Eligible members may contribute an additional \$600 for an MGIB “Booster” worth \$5,400 in increased benefits (36 months of benefits at \$150 extra dollars each month). “Boosting” your benefit can significantly increase your money for college. MGIB benefits are currently \$1004 per month for full-time enrollment (pro-rated for less than full-time). You must make the additional contribution while on active duty. Check with your personnel office/PSD to see if you are eligible for the MGIB “Booster” and start a monthly payment plan today that will pay dividends tomorrow. Before using your MGIB benefits while on active duty, be sure to consult with your local Navy College Office.



Photo by PH2 Chad McNealey



Photo by PH2 Dawn Morrison

Career Transition and Retirement

The following is provided to assist Sailors with their decision to serve in the Navy Reserve.

Navy Reserve

Service: If full-time duty is not for you, yet you want to continue a Navy career, joining the Navy Reserve is a great way to experience the best aspects of service—the pride, the teamwork, the challenges—all while earning points toward a military retirement.

Training: Reservists are expected to drill one weekend a month and perform two weeks of annual training (AT) each year. However, there is great flexibility in the scheduling of those minimum requirements. Numerous opportunities exist for additional service. Some jobs, such as aircrew, will require additional service to maintain proficiency. Recruiters attempt to match Reservists to billets with the same rank and rating but can offer transition into ratings experiencing manpower shortages.

Pay: During drill weekends, Reservists receive one day's base pay for each four-hour drill performed. For other types of orders, they receive basic pay plus full allowances for meals and housing. Pay and allowances for Reservists are determined by the same pay scale used by active duty personnel, and are based on individual rank and time in service.

Advancement: Advancement guidelines are identical to the Active Component, based on time-in-grade, advancement test results, ability and the needs of the Navy. Reservists may also request a direct conversion to another rating if they qualify. To be eligible for promotion, Reserve officers must remain in the Ready Reserve or Standby Reserve (USNR-S1).

Education: Reservists are eligible for education benefits. The Montgomery GI Bill Selected Reserve (MGB-SR) provides up to 36 months of educational assistance. Rates are paid according to individual educational status (full-time, part-time, etc.). Educational benefits cover undergraduate and post-graduate studies for both enlisted and officers.

Bonus: Reservists may be eligible for up to \$15,000 affiliation bonuses, as well as several other types of bonuses and incentives.

Medical Care: In addition to receiving full TRICARE coverage during AT, Reservists may earn extended TRICARE Reserve Select coverage for themselves and their families by serving in support of contingency operations. All Reservists have the ability to elect Dental Coverage for themselves and their families.

Retirement: Reservists continue to earn points toward retirement with each drill and period of active-duty performed. Reservists who have completed a minimum of 20 years of qualified service become eligible for retired pay and "TRICARE for Life" beginning at age 60.

To find out more about the exciting opportunities available in the Navy Reserve, visit the website at www.navalreserve.com or call 1-800-USA-USNR.

Transition Assistance Management Program (TAMP)

TAMP assists separating or retiring members and their spouses as they transition from military to civilian life. All transitioning members must participate in a pre-separation counseling interview with a Command Career Counselor.

The Command Career Counselor is a vital partner in the transition process and must maintain a close liaison with the TAMP manager located at the base Fleet and Family Support Center (FFSC). The TAMP manager is an invaluable referral resource for all transitioning Sailors.

The pre-separation counseling interview should be conducted six-nine months prior to the anticipated separation or retirement date. Spouses should be encouraged to participate in the interview process. The interview must be completed no less than 90 days prior to separation. TAMP is mandated by Public Law 101-510 and OPNAVINST 1900.2.

Transition Assistance Program (TAP)

TAP is a three- to four-day seminar offering training and education in a variety of subjects to ease the move into civilian life. Among the topics covered are:

- Resume writing.
- Interviewing skills.
- Veteran benefits.
- Employment resources.
- Investment and credit issues.
- Social security.

Your Command Career Counselor can provide more details. TAP is required before any service member leaves active duty.

Career Options and Navy Skills Evaluation Program (CONSEP)

CONSEP is a four-day program that helps service members make informed decisions about their Navy careers.

The classes are administered in three stages and feature instruction on self-assessment, financial planning, Navy options and civilian career planning. See your Command Career Counselor for course schedules and attendance requirements.

Fleet Reserve

The Fleet Reserve provides an available pool of former enlisted professionals of the Navy or Naval Reserve who can be quickly recalled into naval service with minimal training. They normally fill billets in the first stage of mobilization during time of war or national emergency. Transfer to the Fleet Reserve after 20 years of service is a privilege and is not guaranteed by law.

Uniformed Services Active-duty Retirement Pay

The military retirement system offers a pension, with benefits, that starts the day you retire, no matter how old you are. That means you could start collecting a regular retirement pension as early as 37-years-old. What's more, that pension check will grow with a cost of living adjustment each year. There are several retirement systems in use by the government. If you entered the service:

- Prior to September 1980, you are eligible for the Final Pay Retirement System.
- Between Sept. 8, 1980, and August 1986 you are eligible for the High-Three system.
- After August 1986, you can choose between the High-Three System or the Career Status Bonus/Redux (CSB) system.

For all of these retirement systems, if you stay in the Armed Forces for 20 or more years, you are eligible to receive a pension based on a percentage of your basic pay, and if you stay in for a maximum 30 years, you are eligible for 75% of your basic pay.

There are major differences between the retirement systems including the way your highest earnings are calculated, the multiplier, the Cost of Living Adjustment, and the Career Status Bonus. See your Command Career Counselor for details.



Photo by JO1 Charles Ludwig

Retirement Calculator

All Naval personnel, regular Navy and Reserve, can calculate their retirement pay by visiting the Retirement Calculator link at www.npc.navy.mil/CareerInfo/StayNavyTools/CareerTools. This gives Sailors an approximation of the amount of monthly retirement pay they should receive. Calculations are based on the Sailor's input and are non-authoritative.

Retired Activities Office (RAO) Program

In 1979, the Secretary of the Navy's Committee on Retired Personnel (now named the Secretary of the Navy Retiree Council) asked the Navy to direct local commanders to organize and operate RAOs and establish Retired Advisory Committees in their geographical areas. These recommendations provided initial funding for 36 charter RAOs that opened in 1981.

Navy currently has 58 active RAOs worldwide to support more than 600,000 retirees and survivors. Forty-seven are located on military installations (most in Fleet and Family Support Centers (FFSC)), with 11 in Reserve centers. The base commander determines the location of the RAO and assigns the director. In most cases, retired military members staff the RAOs as volunteers.

The size of the RAO volunteer staff varies from one member to more than 100. In a few locations, the local TAMP Manager or active-duty personnel have been assigned the collateral duty of RAO.

RAOs produce newsletters, host retiree seminars and provide a wide range of services including survivor assistance, military benefits and entitlements. Those RAOs located in FFSCs also may provide Survivor Benefit Plan (SBP) briefings during TAP classes.

For more information on RAOs and other retired activities, visit the PERS-67 retired activities website at www.npc.navy.mil/CommandSupport/RetiredActivities.

Thrift Savings Plan

The Thrift Savings Plan (TSP) is a Government-sponsored retirement savings and investment plan. The purpose of the TSP is to provide retirement income. The TSP is a defined contribution plan. The retirement income that you receive from your TSP account will depend on how much you have contributed to your account during your working years and the earnings on those contributions. The TSP offers the same type of savings and tax benefits that many private corporations offer their employees under "401(K)" plans.

Participation in TSP is completely optional. You contribute to the TSP from your own pay; the amount you contribute and the earnings attributable to your contributions belong to you. They are yours to keep even if you do not serve the 20 or more years ordinarily necessary to receive uniformed services retired pay. To find out more at TSP, visit the website at www.tsp.gov.

Additional Resources

Distribution and Retention

- GUARD 2000: MILPERSMAN 1306-1002
- High-Year Tenure: MILPERSMAN 1160-120
- Limited Duty Assignment Policy: MILPERSMAN 1306-1204
- Change in rate/rating: MILPERSMAN1440-010
- Military Couple and Single Parent Assignment Policy: MILPERSMAN1300-1000
- NKO Web site: www.nko.navy.mil

Reenlistment Incentives

- Reenlistment Incentives: MILPERSMAN 1306-1000
- SCORE: MILPERSMAN 1160-090
- PRISE III: MILPERSMAN 1133-060

Career Transition and Retirement

House Committee on Veterans' Affairs: www.veterans.house.gov

Medicare: www.medicare.gov

Military.com's Career Area: www.military.com/careers

Operation Transition: www.dmdc.osd.mil

Retired and Annuitant Pay: www.dod.mil/dfas/money/retired

Social Security Online: www.ssa.gov

Transition Assistance Online: www.taonline.com

TRICARE: www.tricare.osd.mil

Veterans Benefits & Services: www.va.gov

Troops to Teachers: www.dantes.doded.mil/dantes_web/troopstoteachers/index2.htm



Photo by PH1(AW) Shane T. McCoy

NOTES



Sailor's Creed

"I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage, and commitment.

I am committed to excellence and the fair treatment of all."

